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18 January 1955

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MEMORANDUM FOR: Director of Training

SUBJECT: Publication of Bibliographies of Student Research Papers

1. I have these recommendations concerning the subject of student research papers or bibliographies of such papers:

a. Collections of such papers from all OTR courses should be indexed and filed in the OTR Library under such organization as will make them the most usable for additional reference, i.e., either by separate courses or subject headings. This should be done after they are graded and evaluated by the instructors.

b. Annotated bibliographies of these collections should be published periodically, under a serialized format, and distributed on several patterns to meet various needs such as:

(1) DD/P and DD/I Divisions having a probable interest in the subject.

(2) Instructional staff of OTR.

(3) Students of successive classes, if bibliographies are published by course.

(4) Other libraries of the Organization.

c. A system of loans, or the reproduction of the papers to lend to students and other recipients of the bibliographies, should be devised to protect the contents of the papers and the identities of the authors up to the point where a person qualified to know may gain access to that information.

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2. Presently, Area Study Papers from the Intelligence School and the research products of all external students could be incorporated in these collections. Arrangements for acquiring and filing those papers have been discussed in the past with [REDACTED] but no permanent collection plan has been devised.

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3. The OTR Library Staff is capable of handling this project with assistance from the instructors on the item annotations.

[REDACTED]
Chief, Instructional Services Branch/SS/OTR

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Distribution:

Orig. and 1 - Addressee

1 - [REDACTED]

1 - ISB File

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